

10 JULY 2000



Command Policy

FLIGHT OPERATIONS INSPECTIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFMC WWW site at: <http://afmc.wpafb.af.mil>.

OPR: HQ AFMC/DOV (Maj John S. Jordan)

Certified by: HQAFMC/DOV
(Col Robert J. Wood)

Supersedes AFMCI 90-203, 23 Feb 99

Pages: 12
Distribution: F

This instruction implements AFPD 90-2, AFI 11-202, vol 1, 2, 3, and AFI 11-301, and AFMC supplements within Air Force Materiel Command. It provides guidance and procedures for AFMC Flight Operations inspection activities. This instruction applies to all Flight Test Centers, Air Logistics Centers, squadrons, AF Reserve units under AFMC operational control, and detachments conducting flying operations. Submit recommendations for changes to this instruction by AF Form 847, **Recommendation for Change of Publication**, to AFMC/DOV. The waiver authority for the requirements in this instruction is Chief, Standardization/Evaluation Division, Directorate of Operations. Submit waiver requests in writing via memorandum or electronic mail to afmc/dov@eglin.af.mil.

SUMMARY OF REVISIONS

This revision corrects/enhances readability and clarity. A large portion of the instruction has been modified. Section 2 has been revised to follow closely the format of section 1. Definitions of grading criteria have been changed. Several paragraphs have been combined or deleted, consolidating the information in one place. Paragraphs have been added where required to expand on certain aspects of the inspection program.

1. Overview

1.1. AFMC/DOV is tasked by the AFMC/CC through the AFMC/DO to conduct inspections on units that conduct flying operations. Each flying unit will be inspected approximately once every 24 months. Inspections are conducted to evaluate each unit's compliance to various USAF, AFMC, and unit directives since the last inspection. The overriding objective for these inspections is that AFMC implement a safe and efficient command-wide flying operation.

1.2. HQ AFMC/IG inspects all AFMC units for compliance to applicable instructions that relate to non-flying activities. AFMC/DOV and AFMC/IG have coordinated to ensure no overlap of inspection duties or vulnerabilities exist. All flying related activities, programs, records, and instructions will be inspected by AFMC/DOV.

1.3. Inspections will be conducted in five major areas. These areas are: operations, training, stan/eval, life support, and aircrew performance. Additionally, Host Operations Systems Management (HOSM) offices assigned to AFMC will be inspected. HOSM inspections will be scheduled concurrently with flying unit inspections, where applicable.

1.3.1. The operations area is divided into five subareas:

- Management: Manning, facilities, directives/supplements, waiver currency.
- Supervision: Supervisor of flying, Director of Flight Operations (DFO)/commander involvement, go/no-go program.
- Flight Operations: Documentation, flight test, flight ops, parachuting.
- Test and Evaluation: Planning, execution, reporting.
- Contractor Operations: Government Flight Representative (GFR).

1.3.2. The training area is divided into five subareas:

- Management: Manning, facilities, directives/supplements, waiver currency.
- Documentation: Training folders.
- Qualification training: Phase I, phase II, upgrade.
- Continuation training: Instrument refresher course, Crew/cockpit resource management, proficiency/currency, deficiency reporting.
- AFORMS/SOSM: Individual training summaries, master training profile lists, training profile assignment lists, on-the-job training plans (OJT), AF Forms 623, Individual Training Record.

1.3.3. The stan/eval area is divided into seven subareas:

- Management: Manning, facilities, directives/supplements, waiver currency, self-inspection, oversight, stan/eval board.
- Flight Manual Program: Flight manual control officer, 847 program, modification flight manuals.
- Documentation: Flight evaluation folders (FEF), Forms 1381, Master question files/exam reviews.
- Evaluation/examination administration: Periodic testing, requisite testing, MQF administration.
- Trend analysis: Evaluations, examinations, corrective action.
- Multiple qualification program: Forms 80 review, annual review.
- FCIF Program: Read file, currency/applicability, administration, FCIF library.

1.3.4. The life support area is divided into five subareas.

- Management: Manning, facilities, directives/supplements, waiver currency, quality assurance, supply.
- Equipment maintenance: In-shop, flightline, fabrication/egress.
- Training: On the job training, aircrew.
- Documentation.
- Publication library.

1.3.5. The aircrew performance area is divided into three subareas.

- Testing: MQF, aircraft knowledge, flight regulations, egress, CAPS/Boldface.
- Publications: Individual flight publications, in-flight guides.
- Evaluations: Qualification, Instrument, Spot, SEFE Objectivity.

1.3.6. The HOSM is divided into five areas.

- Management: Manning, facilities, directives/supplements, self-inspection.
- Supervision: Commander involvement, user-identifications, window security levels, PDS interface, ADPE management.
- Documentation: Flight record folders, jump record folders, flight pay, AFTO Forms 781, **AFORMS Aircrew/Mission Flight Data Document**, AF Forms 1042, **Medical Recommendation for Flying or Special Operational Duty**, AF Forms 702, **Individual Physiological Training Record**, AF Forms 142, aeronautical orders, military pay orders, OFDA credit.
- Execution: Inputs, record reviews, audits, in/out processing, customer service, HORIS report audit list, Ops management suspense list.
- Training: OJT, training plans, AF Forms 623, **Individual Training Record**.

1.4. All AFMC flying organizations and AF Reserve units under AFMC operational control are subject to Flight Operations inspections.

1.4.1. Units will be inspected on an approximate twenty four month cycle. Units have access to the DOV website to view the schedule. Each unit will be assigned a vulnerability window, which lasts three months. At any time during the window, the unit is susceptible to inspection with little or no notice. Notice will be given by telephone, fax, or electronic mail. All requirements in paragraph 3.1 through 3.3 will be forwarded to DOV NLT 30 days prior to the first day of the vulnerability window.

1.4.2. Staff assistance visits (SAV) will be accomplished during the unit's off year for inspections. The SAV will be coordinated to review areas agreed upon by AFMC/DOV and the unit. AFMC/DOV will assign small teams to perform these informal assessments. Although the SAV will not be formally graded, an informal written assessment of the unit will be provided. The SAV report will not require written answers to discrepancies; however, units are strongly urged to correct any deficiency reported during the SAV. Deficiencies noted during SAVs will receive follow-up examination during inspections.

2. Inspection Criteria .

2.1. Inspection checklists are posted on the AFMC/DOV homepage. For the most current checklists, log on to the following web site: <http://www.afmc.wpafb.af.mil/HQ-AFMC/DO/dov.htm>. Checklists will be updated periodically with the latest modification date posted on the site.

2.2. Inspection checklists refer to AFI and AFMCI paragraphs that contain guidance for units conducting flying operations. Units are susceptible to inspection of all USAF, MAJCOM, and wing/group/squadron instructions, manuals, technical orders, and OIs. AFMC/DOV checklists do not contain references for individual unit publications; however, inspectors will assess the unit's compliance with their own guidance.

2.3. Operations. The operations area has five subareas that will be inspected during formal inspections: management, supervision, flight operations, test and evaluation, and contractor operations.

2.3.1. Management. Manning should be kept at authorized levels. Facilities should be adequate to support the mission. Prescribed directives/supplements if kept must be current. Waiver currency should be monitored IAW prescribed directives.

2.3.2. Supervision. The supervisor of flying should be actively involved in the execution of the unit mission. The unit should have unit DFO/commander involvement. The unit must have an effective go/no-go program.

2.3.3. Flight Operations. The unit must keep proper documentation of flights. Flight test should be performed IAW prescribed directives. Flight operations should be monitored for safety of flight issues. Parachuting must be reviewed for authorization.

2.3.4. Test And Evaluation. The planning phase should be accomplished thoroughly and in compliance with prescribed directives. Monitor the execution process for safety and accurate documentation. The reporting phase should go through proper channels and evaluated at the appropriate level.

2.3.5. Contractor Operations. Government flight representatives (GFR) should be reviewed for compliance IAW prescribed directives.

2.3.6. Primary instructions providing guidance are: AFI 11-202 Vol 3, *General Flight Rules*, AFI 11-401, *Flight Management*, AFI 99-101, *Developmental Test and Evaluation*, AFI 91-202, *The US Air Force Mishap Prevention Program*, and supplements.

2.4. Stan/Eval. The Stan/Eval area has seven subareas that will be inspected during formal inspections: management, flight manual program, documentation, eval/exam administration, trend analysis, multiple qualification program, and FCIF program.

2.4.1. Management. Manning and facilities will be adequate, with a reliable method of disseminating information. Inspectors are looking for evidence of commander involvement in all aspects of the program. Directives and supplements will be current and waivers posted. Self-inspection findings/fixes will be documented. Stan/eval boards will be held and properly documented.

2.4.2. Flight Manuals. The flight manual program will be supervised by a knowledgeable Flight Manuals Control Officer. Tracking and disposition of AF Forms 847 for both technical orders and modification flight manuals will be readily available. While some aircraft are more likely to have an 847 submitted, an active 847 program for any aircraft is an indicator of an aggressive program.

Modification flight manuals, if maintained, will be current, reviewed, and follow the format of the parent flight manual.

2.4.3. Documentation. Documentation primarily involves flight evaluation folders and AF Forms 1381, **USAF Certification Of Aircrew Training**. Specific guidance for completing these forms can be found in AFI 11-202, Volumes 1 and 2. Attention to detail, adequately describing the evaluation flights, and maintenance of the AF Form 942, **Record of Evaluation**, are critical items in the FEF.

2.4.4. Eval/Exam Administration. Eval/exam administration concerns periodic testing, requisite testing, local MQF composition, and reviews. Locally generated MQFs should contain the proper number of questions from each subject required by AFI and AFMC guidance. Eval/exam results must be reported and discrepancies discussed at the SEB.

2.4.5. Trends. The trend program should track discrepancies on evaluations, written examinations, weekly testing, EPE downgrades, and previous inspections. Evidence of corrective action when a trend is identified is an important part of the trend program. Trends, if existing, must be discussed at the SEB.

2.4.6. Multiple Qualification. For units with multiple qualified aircrews, correct AFMC Forms 80, **Waiver Request and Authorization**, must be maintained. Completing the approval form prior to the additional training, obtaining the proper signatures, and providing the proper justification for the dual/triple qualification is also very important. Periodic reviews and obtaining AFMC/DOV approval for expiring forms are required.

2.4.7. FCIF. The FCIF program involves the FCIF library, read file, AF, AFMC, wing, group, and squadron guidance, and go/no-go procedures. Required instructions must be current and properly posted. Any non-required instructions, if located in the library or unit offices, must also be complete and current. The go no-go program should provide a fail-safe procedure that will prevent an aircrew from flying without signing off and reading the latest guidance. If new FCIF cards are made prior to an inspection, the old cards will be kept for a minimum of one year. Units utilizing a computer based FCIF system must ensure the program will accomplish the same level of flight denial/approval as a paper system.

2.4.8. Primary instructions providing guidance are: AFI 11-202, Vol 1, *Aircrew Training*; AFI 11-202, Vol 2, *Aircrew Standardization/Evaluation Program*, AFI 11-2FT Vol 2, *Flight Test Aircrew Evaluation Criteria*, and supplements.

2.5. Training. Training has five subareas; management; documentation; qualification training; continuation training; and AFORMS.

2.5.1. Management. The training function in the unit must reflect active management from the assigned training officer and squadron supervision. The training officer should actively forecast training requirements and track the status of all personnel in active training status. Supplements and waivers to command training policy should be managed by the training officer and this process should have a high level of commander involvement.

2.5.2. Documentation. All training documentation must be maintained in accordance with governing instructions. A key element of this area is the accountability of the training program. If required, waivers must be requested and approved at the appropriate level. Processes will be in place ensuring that the most current forms are used to document the training.

2.5.3. Qualification Training. The primary method of qualifying aircrew members is to attend formal training. The program is evaluated on the process in place to track qualification training to include a waiver process to conduct local training. The training officer will develop and submit training plans in accordance with governing directives for aircraft in which formal training does not exist or student cannot attend. Mission qualification should be completed within the required time limit and a process in place to update mission qualifications within the unit.

2.5.4. Continuation Training. Maintaining qualification/proficiency/currency is through continuation training. All aspects of the program are evaluated from required MDS specific ground training sessions to the content of Instrument Refresher Course (IRC). Cockpit Resource Management (CRM) implementation is reviewed in this area. Main points include program content and involvement in day to day flying operations.

2.5.5. AFORMS/SOSM. Individual training summaries should be given to the aircrew monthly. The master training profile lists must contain command AFORMS event identifiers that reflect required command proficiency training requirements. Proper profiles for each crew member should be reflected on training profile assignment lists. OJT, with established formal training plans, will be accomplished with the proper documentation on AF Forms 623.

2.5.6. Primary instructions providing guidance are: AFI 11-202, Vol 1, AFI 11-2FT, Vol 1, *Flight Test Aircrew Training*, AFI 11-401, *Flight Management*, AFI 11-404, *Centrifuge Training for High-G Aircrew*, AFI 11-410, *Personnel Parachute Operations*, AFI 11-412, *Aircrew Management*, and supplements.

2.6. Life Support. The following areas will be inspected during formal inspections: management, equipment maintenance, training, documentation, and publications library.

2.6.1. Management. This area will cover administration, manpower, appointment letters, memoranda of agreement, and programs that support supply discipline, explosive/ground safety, precision measurement equipment listing (PMEL), self-inspection, quality assurance, and all life support facilities. A check to include supporting manning documents, directives pertaining to the life support program to determine currency and accessibility. Minutes of safety briefings to ensure life support information is disseminated promptly; procedures and effectiveness of the local information distribution system to ensure emphasis is being placed on promptly sending messages and amended regulations to supporting agencies; quality assurance program in relation to supporting unit mission are also inspected. Currency and validity of waivers, adequacy of life support facilities to meet the technical order environmental standards, and equipment availability to properly support the unit mission are evaluated.

2.6.2. Equipment Maintenance. Ensure equipment maintenance and inspections are performed as prescribed in applicable directives. Operationally check and inspect a representative sample (minimum ten percent) of unit life support equipment to ensure proper function. Inspection of flight line operations to include safety adherence and compliance to applicable directives, and proper management of the composite tool kit program. Check supporting agencies to include all satellite facilities, support agencies including avionics, egress, parachute, and survival equipment.

2.6.3. Training. This area will cover aircrew continuation and OJT. Ensure appropriate training is conducted, resources are provided, and facilities are available. Personnel will be checked for certification and qualification to perform tasks. Evaluations include hanging parachute harness training and water survival training, if applicable; classroom and on-the-job training in using

equipment; training outlines and training aids. Administer emergency procedure evaluation(s) of egress, to include hanging parachute harness descent, training to ensure aircrews are knowledgeable of established procedures. When the AFMC unit is a tenant, evaluate the host base program, including applicable agreements, to ensure adequate training is administered. Ensure on-the-job training complies with applicable directives. Administer a representative sample of task evaluations to ensure life support personnel are knowledgeable and maintain the highest standards.

2.6.4. Documentation. The team will inspect at least 30 percent of the life support records to ensure compliance with directives. This check will include equipment inspection cards, pmel listing, supply folders and other computer products and paperwork. In addition, the unit must account for all life support records that are required to support the unit mission.

2.6.5. Publication Library. This area will cover the administration of technical orders, instructions, supplements, changes, operating instructions and related directives. Posting, filing, organization and currency will be checked.

2.6.6. Primary instructions providing guidance are: AFI 11-301, *Aircrew Life Support (ALS) Program*, AFI 11-302, *C-130, C-141, KC-10, and C/KC-135 Maintenance and Configuration Requirements for Aircrew and Aircraft Installed Life Support Equipment (LSE)*, additional instructions and Technical Orders listed in AFI 11-301, Attachment 1, and supplements.

2.7. Aircrew Performance. Aircrew performance will be evaluated based on three subareas: testing; publications; and evaluations.

2.7.1. Testing. Testing is required for all aircrew members who are not TDY, DNIF to quarters, on emergency leave, or participating in an actual test mission. Aircrew testing will begin shortly after the in-brief. All aircrew members must test unless excused from the inspection by the Team Chief. Contractor aircrews will test in their respective crew position/aircraft specialty, or IAW procedures established by the GFR. Testing/BOLDFACE failures will be reported to the flying unit commander immediately. Testing scores and averages will be revealed to the unit during the formal out-brief.

2.7.1.1. For pilots and WSOs/Navs, tests will be 40 questions; 20 derived from aircraft specific MQFs, 10 questions written by HQ AFMC/DOV derived from aircraft specific Dash One notes, warnings, cautions; operations limits; normal and emergency procedures; and 10 questions derived from flight/instrument instructions (AFI 11-202 Vol 3, *General Flight Rules*, AFMAN 11-217, *Instrument Flight Procedures*, AFI 11-218, *Aircraft Operations and Movement on the Ground*, AFM 51-12, *Weather for Aircrews*, AFI 51-40, *Air Navigation*, and other applicable guidance).

2.7.1.2. For enlisted primary aircrews, tests will be 30 questions; 20 questions derived from the MQF, and 10 questions derived from Dash One notes, warnings, cautions; normal and emergency procedures; and limitations.

2.7.1.3. For all mission support aircrews, tests will be 20 questions derived from the aircraft specific egress MQF.

2.7.1.4. All aircrew members who are multiple qualified must complete tests for each aircraft in which they are qualified. In addition to pilots and navigators, for purposes of this instruction, qualified is defined as: "performs mission/test duties regularly as a flight test engineer, flight surgeon, or safety observer."

2.7.1.5. All aircrew members whose aircraft has BOLDFACE/CAPS will complete a written examination in conjunction with testing.

2.7.1.6. Aircrews who fail closed book or BOLDFACE/CAPS will be grounded immediately and re-evaluated prior to the next flight. An unqualified (3) AF Form 8, **Certificate of Aircrew Qualification**, will be completed and placed in the aircrew member's FEF.

2.7.1.7. Closed book tests administered during an inspection will qualify as the closed book portion of the instrument/qualification recurring evaluation requisites. At the commander's discretion, they may also count as a weekly test to be used as part of the go/no-go process.

2.7.2. Publications. Each primary aircrew member's personal publications (Dash one, checklists, IFG) will be inspected page by page for completeness and currency. The amount of personal publications varies from aircraft to aircraft; however, expect all personal technical orders, checklists, and IFGs to be inspected.

2.7.2.1. Normally the publications checks occur early in the inspection to allow all publications to be returned to aircrews as soon as possible.

2.7.3. Evaluations. Flight and ground evaluations will be administered during each inspection. The number of evaluations given is based on aircrew/aircraft availability. While no set number of evaluations is required, it is desired to evaluate the unit chief of stan eval, plus 30% of the assigned/attached aircrew.

2.7.3.1. Senior personnel requiring flight evaluations from HQ should align their eligibility periods with the inspection cycle.

2.7.3.2. Both qualification and spot checks will be given, including spot checks given by an inspector who is not qualified in the aircraft.

2.7.3.3. SEFE objectivity checks will be given to evaluate SEFE compliance and judgement when performing the evaluator role.

2.7.3.4. HQ AFMC/DOV requests that all aircrew "in the zone" not accomplish instrument/qualification checks immediately prior to a visit without prior coordination with HQ AFMC/DOV. If an evaluator is available, AFMC/DOV would like to administer the instrument/qual check as part of the inspection visit.

2.7.3.5. Ground evaluations (EPE) will also be administered to evaluate aircrew knowledge of emergency procedures, general knowledge, and CRM principles. This EPE will cover as a minimum all boldface/CAPS (if applicable), knowledge of aircraft systems, plus various emergency situations which could occur during the performance of the unit's primary mission.

2.7.3.6. The closed book exams, publications checks, and EPEs that occur during a visit may be recorded and used as requisites for a subsequent instrument/qual evaluation, provided all other requisites are completed within the guidelines established in AFI 11-202 Vol 2.

2.7.3.7. Flight evaluations accomplished during inspections will generate AF Forms 8. Units being inspected will accomplish all AF Forms 8 with the following exception. HQ AFMC/DOV evaluators administering a SEFE objectivity evaluation will prepare the AF Form 8 on the unit SEFE who is evaluating a unit examinee. The unit's process for logging, preparing, and tracking unit prepared AF Forms 8 will be evaluated as part of the formal inspection.

2.8. HOSM. The HOSM area has five subareas that will be inspected during formal inspections: management, supervision, documentation, execution, and training.

2.8.1. Management. Manning should be at authorized levels. Facilities will be adequate to support the mission. Prescribed directives/supplements must be current. Self-inspections should be performed as required.

2.8.2. Supervision. The unit commander will be involved in daily supervision. User-identifications should be issued iaw prescribed directives. Window security levels must be reviewed often for data base access by authorized users. The pds interface will be reviewed for accuracy for information flowing into aforms. Adpe management should be monitored for computer maintenance and repair.

2.8.3. Documentation. Flight record folders and jump record folders should be reviewed for required source documents. Flight pay will be monitored for authorized receipt and accuracy. AFTO Forms 781 must be reviewed for accuracy prior to input into AFORMS. AF Forms 1042 should be received in a timely manner. AF Forms 702, , should be annotated with required training completion dates. AF Forms 142 should be updated during annual record reviews. Aeronautical orders will be published in a timely manner. Military pay orders will be reviewed for accuracy of pay entitlements. OFDA credit should be awarded properly.

2.8.4. Execution. Inputs and record reviews must be done in a timely manner. Audits will be performed prior to input and after output of data to/from aforms. In/out processing should be performed accurately on flight record folders. Quality customer service must be provided to all internal and external customers. The horis report audit list will be reviewed monthly for accuracy. Ops management suspense lists should be reviewed weekly for accuracy and corrections made in a timely manner.

2.8.5. Training. OJT should be performed, with established formal training plans, and proper documentation of required training on AF Forms 623.

2.8.6. Primary instructions providing guidance are: AFI 11-202 Vol 1, AFI 11-301, AFI 11-401, AFI 11-402, *Aviation and Parachutist Service*, *Aeronautical Ratings and Badges*, AFI 11-403, *Aerospace Physiological Training Program*, AFI 11-404, AFI 11-410, AFI 11-412, DOD 7000.14-R Vol 7A, *Department of Defense Financial Management Regulation (Military Pay Policy and Procedures Active Duty and Reserve Pay)*, as supplemented.

3. Inspection Support.

3.1. The Host unit will coordinate and provide the following, as applicable, 30 days prior to the start of the inspection vulnerability window.

3.1.1. A current personnel qualification roster (PQR), aircrew currency list, a listing of key personnel, and a unit organizational chart. (Suspense: 30 days prior to the start of the inspection window).

3.1.2. For Operational Support Squadrons that have a HOSM office, provide a point of contact, listing of key personnel, and an organizational chart. (Suspense 30 days prior to the start of the inspection window).

3.1.3. A copy of the unit's Contractor Operations Procedures (if applicable).

3.1.4. Ground Transportation (motor pool, GSA motor pool, or rental vehicles; 3-6 depending on team size and composition). Billeting in order of preference: On-base (team integrity mandatory), contract quarters off base, non-availability.

3.1.5. Rooms for in-brief, out-brief, aircrew testing, publications checks, and team work center. In/out-brief rooms should be capable of MS Office Powerpoint projection. The testing area should allow all unit personnel to test as a group in the same room. Team work center should be large enough for seven inspectors with work areas large enough to inspect all unit personal publications, unless a separate room is provided for publication inspections. If facilities are inadequate for testing and publications, the unit POC will coordinate with the AFMC/DOV POC to identify different shifts or locations for testing and publications inspections.

3.1.6. Computer requirements are at least two (2) desktop computers with access to a printer. Software needs will vary with release and purchase of new office software by the USAF. The latest version of MS Office is required to write and publish the report. While LAN/Internet connections are not mandatory, they are strongly desired in order to facilitate references to HHQ instructions and policy. Copier requirements are one copier (access only) with appropriate passwords if required. Access to a shredder is also required.

3.1.7. Telephone requirements are a minimum of two (2) class A DSN lines plus LAN/Internet if available.

3.1.8. Comprehensive in-brief from the DFO or his representative to be delivered immediately following the HQ AFMC/DOV in-brief.

3.1.8.1. Operations Support Squadron (OSS) commander will prepare and deliver a short 5-10 minute briefing describing the unit mission.

3.1.9. Units with more than one squadron will have each squadron prepare a short (5-10 minute) briefing describing the squadron mission.

3.1.10. All FEFs and personal publications will be collected and delivered to the team work-center. The HQ AFMC/DOV POC will coordinate with the training officer to specify when and where training folders will be delivered. Personal publications will be inspected immediately after the in-brief to facilitate the return of these items to the unit.

3.1.11. All documentation will be maintained in accordance with AFMAN 37-139, *Records Disposition Schedule*.

3.2. Arrival/Departure Support.

3.2.1. Normally the team will arrive via military airlift directly to the base being inspected.

3.2.2. The unit POC is requested to be present at team arrival with access to ground transportation and billeting keys packaged and ready to distribute. HQ AFMC/DOV POC will coordinate with unit POCs to ensure dates and times of arrival and departure are known. The team will deliver the ground transportation vehicles to base operations upon departure.

3.2.3. Upon arrival, the team will be met by the unit POC or his representative and issued transportation. The first days activities are normally scheduled as follows: AFMC/DOV In-brief, Unit In-brief, Aircrew Testing, Publication Checks, FEF reviews. Unit program inspections normally begin on day two with a brief (10 minute maximum) flying unit overview given by the flying unit

commander or operations officer. Units with multiple flying units will normally be inspected on different days, with each day beginning with a brief overview of that flying unit's programs.

4. Ratings.

4.1. Unit and area ratings are derived using objective and subjective means. This allows the inspection team chief to modify ratings based on relevant intangible factors. Ratings will be determined after considering the difficulty and magnitude of tasks for each individual unit. Overall and squadron ratings will be given using a five tier scale.

4.2. For an overall unit rating of Outstanding, at least half of the areas will be rated Outstanding with no rating below Excellent.

4.3. For an overall unit rating of Excellent, at least half of the areas will be at least Excellent, with no rating below Satisfactory. Aircrew Performance must be rated at least Excellent.

4.4. For an overall unit rating of Satisfactory, at least half of the areas will be at least Satisfactory, with no rating below Marginal. Aircrew Performance must be rated Satisfactory or higher.

4.5. For an overall unit rating of Marginal, at least half of the areas will be at least Marginal. Aircrew Performance must be rated Marginal or higher.

4.6. If more than two areas are rated Unsatisfactory, the overall rating will be Unsatisfactory. If Aircrew performance is rated Unsatisfactory, the overall rating will be Unsatisfactory.

5. Findings.

5.1. Inspection reports will contain specific comments aside from descriptive verbiage.

5.2. Discrepancies are significant errors that demand attention or action to correct, actions or inactions that violate regulations, manuals, or instructions, or violations of safety procedures. Some discrepancies may be corrected immediately; however, some may require revamping or implementation of specific programs to correct. All discrepancies, whether corrected on the spot, or requiring new or revised programs, must be answered in writing.

5.3. All findings will be specifically identified and discussed during the inspection. The area chief will debrief the unit program chief on the results of the inspection of his program. At this time, the inspector will identify discrepancies and outstanding performers. This process, called validation, ensures that units will know before the report is published, what discrepancies exist. It is during the validation process that program chiefs should alibi any discrepancies they feel are not valid.

5.4. Commendable and top performers will be identified by name during the inspection. When possible, a digital photograph of commendable or top performers will be included in the out-brief, and their names included in the final report.

5.5. If a unit receives an overall unit grade of UNSATISFACTORY or MARGINAL, AFMC/DOV will return to the unit within 90 days to inspect the unsatisfactory or marginal areas. The intent of this supplementary inspection will be to verify that processes and procedures are in place to prevent the recurrence of these discrepancies.

5.6. Written answers to discrepancies must be forwarded to AFMC/DOV within 60 days of the inspection out-brief. Answers should outline the programs, written policies, and procedures instituted since the inspection that will prevent the discrepancy from reoccurring. Programs instituted by the

unit prior to the inspection will also be outlined in the response if they are designed as corrective action to a deficiency exposed during the inspection.

WILBERT D. PEARSON, JR, Brig Gen, USAF
Director of Operations